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EYES ONLY

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
4 November 1974

Attendees

25X1A9a

[REDACTED], Chairman
[REDACTED] C/CDAM/ORD 25X1A9a
[REDACTED] C/TCR/ORD 25X1A9a
[REDACTED] AC/PAS/ORD
[REDACTED] C/LSR/ORD
[REDACTED] TCR/ORD 25X1A9a
[REDACTED] C/OT/ORD
[REDACTED] Executive Secretary
[REDACTED] Recording Secretary

Absentees

25X1A9a

[REDACTED] OT/ORD 25X1A9a
[REDACTED] C/DPR/ORD

1. The meeting was called to order at 1340 hours by the Chairman.

2. The following item was added to the Agenda for November 4, 1974, under NEW BUSINESS:

- a. Request for Future Assignment
Consideration

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3. The minutes of 7 October 1974 were accepted by the CSP as written.

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4. [REDACTED] discussed the new format of the CSP minutes. He told the Panel members that if they feel an essential point has been deleted from the condensation of the minutes, they should so inform him, and it will be incorporated into the minutes.

5. The Chief, Support Branch/MS/ORD submitted his monthly report. (COPY ATTACHED)

25X1A9a

NOTED: _____

DATE: _____

11/22/74

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6. The Panel noted that [REDACTED] had requested to go on LWOP for one year. [REDACTED] stated it has not been approved as of this date. The Panel asked for reasons in making the request. The Panel was told that [REDACTED] wanted to join private industry so that he might keep current with and get directly involved with basic research. The Panel questioned [REDACTED] on the availability of a slot when [REDACTED] returns, and the procedures that are followed on reinstating someone who has been in a LWOP status. [REDACTED] stated if the LWOP is granted the Agency - not ORD or the Directorate - is obligated to offer the employee when he returns a job equal or comparable to the one he had when he left the Agency. [REDACTED] also stated that employees in LWOP status are put into the Development Complement thus releasing the slot they occupy, but ORD is responsible for the employee as far as on board total is concerned.

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NOTED: [REDACTED]

DATE: 11/22/74

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7. [REDACTED] reported that the Special Panel had reviewed two actions. The D/ORD had approved the Quality Step Increase recommendation for [REDACTED], Secretary Steno, LSR/ORD, GS-07. The Promotion Recommendation for [REDACTED], Clerk Typist, TCR/ORD, from GS-04 to GS-05 would be sent to the D/ORD for approval.

25X1A9a

NOTED: [REDACTED]

DATE: 11/22/74

8. The Panel reviewed the Committee Report on EEO prepared by [REDACTED] Committee Chairman, in cooperation with [REDACTED]. Discussion covered slots to accommodate rotation, middle level positions (GS-09 to GS-11) for personnel or applicants, and methods that could be used to create a semi-professional slot such as downgrading a professional slot and upgrading a secretarial slot.

NOTED: [REDACTED]

DATE: 11/22/74

9. The EEO report was approved by the Panel with changes made in 5.b. to include American Indians and other minorities, and 5.d. to attempt to identify functions and activities for middle level positions (GS-09 to GS-11) for personnel or applicants. [REDACTED] for secretaries.

APPROVED: [REDACTED]

DATE: 11/22/74

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10. [REDACTED] moved to recommend approval to the D/ORD for the promotion of [REDACTED], Physical Scientist-Res., OT/ORD, from GS-13 to GS-14. The Panel concurred unanimously.

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APPROVED: [REDACTED]

DATE: 11/22/74

11. Promotion requests with more specificity were requested for future promotions by some members.

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NOTED: [REDACTED]

DATE: 11/22/74

12. The Panel used the Ranking List prepared for the GS-14's in September 1974 to form Groups A, B, and C in accordance with the ORD Comparative ranking definitions in order to prepare information for the official records.

25X1A9a

NOTED: [REDACTED]

DATE: 11/22/74

13. The Panel concurred that the following personnel would be listed in the "A" category:

25X1A9a

(Listed in alphabetical order)

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APPROVED: [REDACTED]

DATE: 11/22/74

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14. [REDACTED] moved to place [REDACTED] in the "C" category. He stated that [REDACTED] was in a LWOP status and in view of the slot situation would be a potential assignment problem when he returned. Again [REDACTED] stated the procedures followed by the Agency on people who return from LWOP. He also added that if there is total failure in placing the employee by ORD, DD/S&T, D/PERS and the four Directorates, an employee could be surplus. [REDACTED] tabled a motion to place [REDACTED] in the "C" category until [REDACTED] could be present to represent his case. [REDACTED] left the CSP meeting around 1500 hours.) (AT A SPECIAL MEETING OF THE CSP ON 5 NOVEMBER, THE CSP DECIDED NOT TO PLACE [REDACTED] IN THE "C" CATEGORY.)

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NOTED: [REDACTED]

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15. [REDACTED] postponed discussion on Item 6 of the Agenda, Rotation, and Item 8, Comparative Rating Definitions until the next regular CSP meeting.

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16. The Panel reviewed a memorandum prepared by [REDACTED], GS-15, LSR/ORD requesting future assignment consideration. After discussion, [REDACTED] stated he would ask [REDACTED] to edit certain parts of the memorandum. [REDACTED] stated that when the revisions have been made and the D/ORD has reviewed the memorandum, it would be transmitted to the DD/S&T Career Board for further consideration. (REVISED COPY ATTACHED)

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NOTED: [REDACTED]

DATE: 11/22/74

17. The meeting adjourned at 1600 hours.

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20 November 1974
Date

[REDACTED]
Executive Secretary
Career Service Panel/ORD

3 Attachments

1. Report from C/SB/MS/ORD
2. EEO Report
3. [REDACTED] memo (Revised)

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APPROVED:

25X1A9a

[REDACTED]
Chairman, Career Service Panel/ORD

20 Nov 1974
Date

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